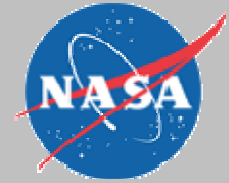


NASA Shared Services Center (NSSC)

GRANTS AND COOPERATIVE AGREEMENTS TRANSITION TO NSSC

Nick Etheridge, Procurement Officer
Monique Sullivan, Chief, Research Activities Branch

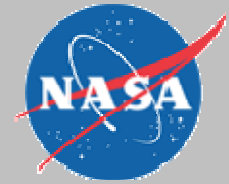
AGENDA



NASA Shared Services Center (NSSC)

- Overview
- Transition Schedule
- Responsibilities – NSSC
- Responsibilities – HQ and Centers
- Technical Requirements Package
- Transmitting Documents to NSSC
- Lessons Learned
- Readiness
- Issues/Concerns
- Risk
- Summary

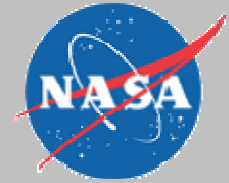
OVERVIEW



NASA Shared Services Center (NSSC)

- NASA has created a Shared Services Center that will perform a variety of **transactional activities** currently done at each NASA Center in the functional areas of:
 - Financial Management
 - Human Resources
 - **Procurement**
- Designed to achieve
 - Efficient and effective service and standardized processes to streamline NASA Grant and Cooperative Agreement Processing
- NSSC will work **collaboratively** with Centers to meet their service needs.
- Our objective is to **provide support** to the NASA research, science and education communities in the award and administration of research, education, training, and facility Grants and Cooperative Agreements.

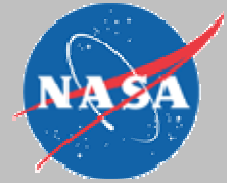
Transition Schedule



NASA Shared Services Center (NSSC)

- Wave I (HQ, GSFC, DFRC, SSC, JPL/NMO)
 - May 1, 2006 accept Technical Requirements Packages
 - June 8, 2006 award new Grants / Cooperative Agreements
- Wave 2 (ARC, GRC, JSC, LaRC, KSC, MSFC)
 - October 1, 2006

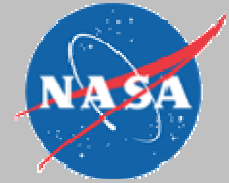
RESPONSIBILITIES - NSSC



NASA Shared Services Center (NSSC)

- Award and administration of **grants and cooperative agreements to institutions of higher education, hospitals, and other non-profit organizations** in accordance with Subparts A and B, as defined in 14 CFR Part 1260.4(a), the NASA Grants and Cooperative Agreement Handbook.
- Award and administration of **grants with commercial firms** in accordance with Subparts A and B, as defined in 14 CFR Part 1260-4(b), the NASA Grants and Cooperative Agreement Handbook.
- Award and administration of **grants and cooperative agreements with State, local, and Indian tribal governments** in accordance with Subpart C, 14 CFR Part 1273, the NASA Grants and Cooperative Agreement Handbook.

RESPONSIBILITIES - NSSC

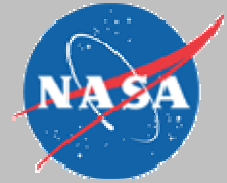


NASA Shared Services Center (NSSC)

- Award and administration of **Earmarks** resulting in awards of grants and cooperative agreements
 - For FY06 applies to Wave 1 only
 - Beginning FY07 applies to all
- Award and administration of unsolicited proposals resulting in grants or cooperative agreements

NOTE: Excludes award of cooperative agreements with commercial firms or to establish/maintain science and research institutes, or contracts.

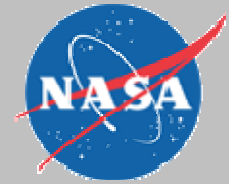
RESPONSIBILITIES - HQ/CENTERS



NASA Shared Services Center (NSSC)

- Providing to NSSC a Purchase Request Package
 - Purchase Request (PR) and Technical Requirement Package (TRP)
- Administration of **all existing grants and cooperative agreements** (including earmarks and unsolicited proposals) awarded at the Centers through completion of closeout.
- Award and administration of **cooperative agreements to establish and/or maintain science and research institutes.**
- Award and administration of **cooperative agreements to commercial firms.**

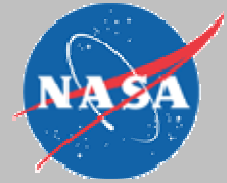
RESPONSIBILITIES - HQ/CENTERS



NASA Shared Services Center (NSSC)

- Award and administration of any **Earmarks** resulting in the award of **cooperative agreements with commercial firms**, or award to establish and/or maintain **science and research institutes, or contracts**.
- Award and administration of unsolicited proposals resulting in the award of **cooperative agreements with commercial firms**, or award to establish and/or maintain science and research institutes, or contracts.
- Prepare and issue own Broad Agency Announcement (BAA), NASA Research Announcement (NRA), Announcement of Opportunity (AO), and Cooperative Agreement Notice (CAN).

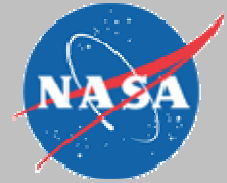
RESPONSIBILITIES - HQ/CENTERS



NASA Shared Services Center (NSSC)

- Retain program/project management activities (safety, budgeting, funding, costing, property management, patents, new technology, etc.).
(Note: The Centers finance offices will retain the payment management function (SF-272) and the financial property management reporting function until finance is transitioned to NSSC in FY08)

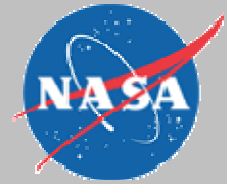
TECHNICAL REQUIREMENT PACKAGE



NASA Shared Services Center (NSSC)

- **Required Documentation for New Awards/Renewals (including successor grants)**
 - SOLICITED: Technical evaluation/peer review evaluation and selection documentation
 - UNSOLICITED: Technical evaluation, JAUP and TO's recommendations
 - COPY OF SELECTION LETTER (if one was sent to PI)
 - APPROVED DETAILED BUDGET (to include appropriate narrative)
 - CERTIFICATIONS

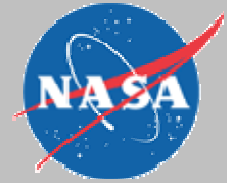
TECHNICAL REQUIREMENT PACKAGE



NASA Shared Services Center (NSSC)

- **New Awards/Renewals (Continued)**
 - ENDORSED PROPOSAL
 - COPY OF THE NRA/AO/CAN (cover page only)
 - JUSTIFICATION AND OTHER APPROVALS
(equipment, travel, subcontract consent, general purpose equipment, etc.)
 - SPECIAL LANGUAGE AND/OR REQUIREMENT FOR AWARD (unique reporting requirements, training grant provisions, statement of nature of collaboration for Cooperative Agreements)

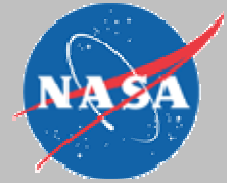
TECHNICAL REQUIREMENT PACKAGE



NASA Shared Services Center (NSSC)

- **Required Documentation for Multi-Year Funding Continuations** (i.e, year 2 of 3 or year 3 of 3)
 - PROGRESS REPORT
 - TECHNICAL EVALUATION MEMORANDUM
 - REVISED BUDGET (if changed from the plan when grant was awarded)
 - JUSTIFICATIONS AND OTHER APPROVALS (if changes affecting these requirements were made)
 - ADDITIONAL LANGUAGE AND/OR REQUIREMENT FOR AWARD (if necessary)

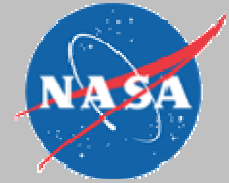
TECHNICAL REQUIREMENT PACKAGE



NASA Shared Services Center (NSSC)

- **Required Documentation for Supplements (Augmentations)** (within original period of performance)
 - ENDORSED PROPOSAL FOR ADDITIONAL WORK
 - APPROVED DETAILED BUDGET FOR ADDITIONAL WORK
 - REVISED BUDGET (if changed from the plan when grant was awarded)
 - TECHNICAL EVALUATION AND SELECTION STATEMENT FOR ADDITIONAL WORK

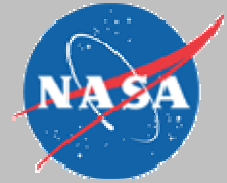
HOW TO TRANSMIT DOCUMENTS



NASA Shared Services Center (NSSC)

- Documents with **no sensitive/proprietary data**:
 - Attach documents to PR in SAP
 - E-mail documents to NSSC at:
nssc-contactcenter@nasa.gov
 - Fax documents to: 1-866-779-6772
 - Mail documents to:
NASA Shared Services Center
Attn: Office of Procurement-SP
Bldg 5100
Stennis Space Center, MS 39529

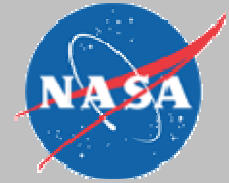
HOW TO TRANSMIT DOCUMENTS



NASA Shared Services Center (NSSC)

- Documents containing **sensitive/proprietary data**:
 - Mail to:
 - NASA Shared Service Center
 - Attn: Office of Procurement-SP
 - Bldg 5100
 - Stennis Space Center, MS 39529
 - Encrypted e-mail (PKI) to:
 - (name of grant technician) @nasa.gov
- *NOTE: NSSC to access documents in NSPIRES directly (Oct-Nov 06)*

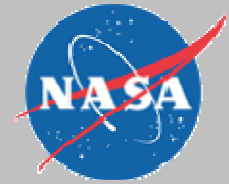
LESSONS LEARNED



NASA Shared Services Center (NSSC)

- Consolidation of grants at GSFC and GRC
 - Communication
 - NSSC **internal desk top procedures re-enforce the need to maintain communication** with the technical officer and the grantee throughout the life of the grant
 - NSSC is **establishing a web base query system** for internal and external customers to report on the status of the grant activities
 - NSSC has assigned a **Center Liaison** at each Center
 - NSSC will award and administer **only new** grants/cooperative agreements
- Effective processes and procedures are in place to perform the work
- General performance will be communicated and reported to HQ/Centers

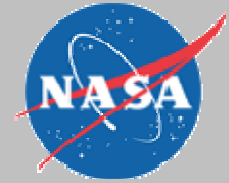
READINESS



NASA Shared Services Center (NSSC)

- Schedule for Grants transition
 - May 1st
 - NSSC will accept TRP
 - GSFC will begin reassigning PRs in SAP to NSSC
 - NSSC begins to accept PRs in SAP
 - NSSC begins to support pre-award activities
 - June 8th
 - NSSC makes awards in CMM
- SP Internal desk top procedures
- Distribution lists for each Center
- Grant templates (manual processing for urgent actions)

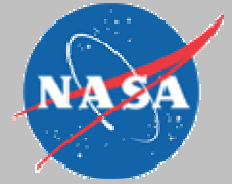
READINESS



NASA Shared Services Center (NSSC)

- **Service Provider (SP) Personnel in place**
 - Award and Administer Grants and Cooperative Agreements
 - Operate and query various IT systems
 - Perform distribution and records management of awarded Grants and Cooperative Agreements
- **Civil Service (CS) Personnel**
 - Experienced grant officers targeted on board by May 1st
 - Experienced contracting officers/detailees on board by May 1st

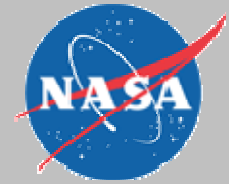
ISSUES/CONCERNS



NASA Shared Services Center (NSSC)

- THE FOLLOWING MAIN ISSUES AND CONCERNS WERE RAISED THROUGH THE COMMENTS WE RECEIVED ON THE DRAFT SDG:
 - PROCESS AND PROCEDURES
 - HANDLING OF SENSITIVE/PROPRIETARY DATA
 - COMMUNICATION WITH HQ/CENTERS

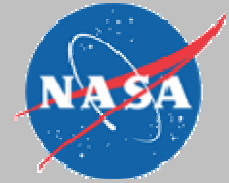
ISSUES/CONCERNS



NASA Shared Services Center (NSSC)

- **Process and Procedures**
 - Internal process guides
 - Desktop procedures
 - Model grant documents
 - Tech Doc process flows
 - Remedy processes
 - Service Delivery Guide
 - Transition plan
- **HANDLING OF SENSITIVE/PROPRIETARY DATA**
 - Sensitive data can be mailed to NSSC. Data will be processed by the Document Management Office. Staff has been trained in the handling of sensitive data. Staff has signed non-disclosure statement.
 - Contract contains appropriate provisions

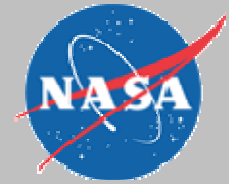
ISSUES/CONCERNS



NASA Shared Services Center (NSSC)

- **COMMUNICATION WITH HQ/CENTERS**
 - The communications strategy includes:
 - face-to-face meetings (pre and post transition)
 - teleconferences
 - quick reference guide
 - notices on established websites
 - grant transition hotline (228-813-6134)

Risk Assessment



NASA Shared Services Center (NSSC)

Description of Risk	Probability	Consequence	Risk	Mitigation Strategy
Ability to staff with qualified personnel	1	3	L	Extensive training programs, and experienced personnel to provide OJT
Records Management risk in processing manual packages received in piece meal	3	2	L	All packages processed through TechDoc, labeled and tracked
IT systems not in place and operational with functional interfaces	1	3	L	Manual processing, and back loading of records in systems when operational
Delay of implementation of the Contract Management Module (CMM)	2	3	M	Manual processing of Grants and Cooperative Agreements via established templates and back loaded in system when operational – for any slip beyond 2 weeks NSSC will award in SAP and later convert to CMM

Risk Matrix					
Probability	3	L	L	M	H
	2	L	L	M	M
	1	L	L	L	L
		1	2	3	4
		Consequences			

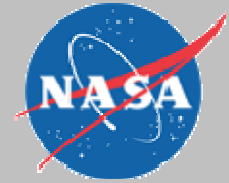
Probability of Occurrence

- 1 Low
- 2 Medium
- 3 High

Consequence

- 1 Minimal or no impact
- 2 Acceptable impact with no change in approach
- 3 Acceptable impacts with work arounds
- 4 Major impacts in technical, cost, or schedule

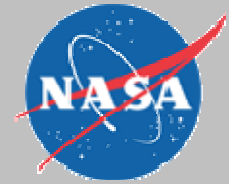
RISKS



NASA Shared Services Center (NSSC)

- Staffing by qualified personnel (low)
 - Training programs in place to train and test personnel. Experienced personnel with prior experience on staff, with additional members in hiring process.
- Records management (low)
 - Processing manual packages possibly received at different times. All packages processed through TechDoc are labeled and consolidated for tracking.
 - Communication with centers promoting the need for complete packages being sent at one time.

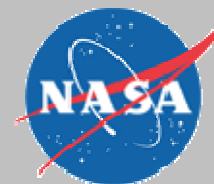
RISKS



NASA Shared Services Center (NSSC)

- IT interface(s) not in place and operational (low)
 - Manual processing, and back loading of records in systems when operational
- Contract Management Module delayed (medium)
 - Manual processing of Grants and Cooperative Agreements via established templates
 - Back load into SAP when operational
 - For any slip beyond a couple of weeks NSSC will award in SAP and later convert to CMM

Summary



NASA Shared Services Center (NSSC)

- NSSC is ready to assume award of new Grants and Cooperative Agreements
- Initially there will be substantial paper processing but our goal is to convert to an electronic system in the future